



SENATE BILL 1123 – APPLICATION CHECKLIST AND PRE-CLEARANCE FORM

Application Requirements SB 1123 Ministerial Subdivision

This form is intended for use with the State of California's Senate Bill 1123 (SB 1123) ministerial permitting procedures, which the City of Riverside is required to implement ([California Government Code 65852.28 and 66499.41](#)). This form is for the approval of a parcel or tract map for a ministerial subdivision of up to ten (10) parcels/lots as allowed by State law. Before an application for a ministerial subdivision of up to ten (10) parcels/lots may be submitted for processing, the proposal must be consistent with the criteria identified in this form.

Planning Clearance is required before submitting a tentative parcel or tentative tract map application to the Planning Division. The project must meet all applicable requirements of the Subdivision Map Act (Division 2 of Title 7 of the California Government Code) and Title 18 of the Riverside Municipal Code. If the Planning Clearance is denied for failure to meet any of the criteria identified, a revised application may be submitted at any time. Upon approval of the tentative parcel or tentative tract map from Planning, the next step would be to submit a final map application with Public Works.

All questions can be directed to the City Hall (3rd Floor) **One Stop Shop** at (951) 826-5800 or email CDDINFO@riversideca.gov.

For assistance with answering any of the questions on the Planning Clearance Form, please see Planning Division Staff for assistance.

1. APPLICANT INFORMATION (PRIMARY CONTACT)

Firm/Company Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

2. SITE INFORMATION

Site Address of Location of Property: _____

Assessor's Parcel Number(s): _____ Zone: _____

Total Property Size in Acres or Square Feet (Gross/Net): _____

Scope of Work:

3. PROPERTY REQUIREMENTS

If you answer “Yes” to the following, your property is NOT eligible for an SB 1123 Ministerial Subdivision.

Is your property:

- YES ☐ NO ☐ Located within a non-residential zone (O, CR, CG, BMP, I, etc.)?
- YES ☐ NO ☐ A Multi-Family Zoned parcel (R-3, R-4, NSP-MHDR, NSP-HDR, MU-V, MU-U) larger than 5 acres?
- YES ☐ NO ☐ A Single-Family Zoned parcel (R-1, RE, RR, DSP-RES, NSP-MDR, RC*) larger than 1.5 acres?
- YES ☐ NO ☐ A Single-Family Zoned parcel (see zones above) with habitable, permanent structures on-site?*

**If the property is within the RC zone, please contact Planning Division staff for more information.*

***If remainder parcel/lot will be a part of the proposed subdivision, please contact Planning Division staff.*

4. GENERAL LIMITATIONS

If you answer “Yes” to the following, your property is NOT eligible for an SB 1123 Ministerial Subdivision.

Is your property:

- YES ☐ NO ☐ Located within the RA-5 – Residential Agriculture Zone?
- YES ☐ NO ☐ Located within a Designated Hazardous Waste Site?
- YES ☐ NO ☐ Located on a wetland as defined by the United States Department of Fish and Wildlife and/or Western Riverside Multiple Species Habitat Conservation Plan?
- YES ☐ NO ☐ Located on a mapped 100-year floodplain or floodway as defined by the Federal Emergency Management Agency and/or Western Riverside Multiple Species Habitat Conservation Plan?
- YES ☐ NO ☐ Located in a conservation area as defined in the Western Riverside Multiple Species Habitat Conservation Plan?
- YES ☐ NO ☐ Located in a conservation easement?
- YES ☐ NO ☐ On prime farmland or farmland of statewide importance?
- YES ☐ NO ☐ Subject to a deed restriction or other recorded instrument that limits the sale or rental of the property to income-qualified households (i.e. affordable housing)?
- YES ☐ NO ☐ Subject to rent control?
- YES ☐ NO ☐ Occupied by a tenant now or at any time in the last five (5) years?

If you answer “Yes” to the following, your property MAY be eligible for an SB 1123 subdivision if the Fire Department finds your property meets the exemptions pursuant to Government Code Sections 65913.4(6)(D)(ii-iii). However, if not exempt, your property is NOT eligible for an SB 1123 development. For more information, please contact the Fire Department.

Is your property:

- YES ☐ NO ☐ Located within a Very High Fire Hazard Severity Zone?

5. MINIMUM STANDARDS FOR AN SB 1123 MINISTERIAL SUBDIVISION

You must answer “Yes” to the following:

- YES ☐ NO ☐ The proposed subdivision will result in 10 or fewer subdivided lots/parcels and 10 or fewer units.
- YES ☐ NO ☐ The proposed subdivision will result in at least 66% of the maximum density allowed by the underlying zone. If the property is identified as a Housing Element site, it will yield at least as many units as the maximum density allowed by the underlying zone.
- YES ☐ NO ☐ The average total floorspace for all proposed housing units does not exceed 1,750 square feet. This does not include garages, carports, parking spaces, cellars, half-stories, attics, etc. (i.e. non-habitable space).
- YES ☐ NO ☐ The subdivision will not separate any existing units from the title of other existing dwelling units on the same parcel.
- YES ☐ NO ☐ The proposed subdivision is currently served or will be served by the municipal sewer system.
- YES ☐ NO ☐ The subdivision complies with the development standards of the underlying zone (i.e. front yard setbacks, floor area, lot coverage, parking, design, etc.).
- YES ☐ NO ☐ If this is a single-family property with existing structures, provide evidence of vacant or uninhabitable conditions.

The ownership structure must be as specified by Government Code Section 66499.41(a)(4).

Select the type(s) of ownership structure for the proposed housing development:

- ☐ Under fee simple ownership
- ☐ Part of a common interest development
- ☐ Part of a housing cooperative
- ☐ Part of a community land trust
- ☐ Part of a Tenancy In Common

For Single Family-Zoned Subdivisions, you must answer “Yes” to the following:

- YES ☐ NO ☐ All newly created lots are a minimum of 1,200 square feet in size.

Size of Each Lot: Lot 1: _____ Lot 2: _____ Lot 3: _____ Lot 4: _____ Lot 5: _____
(express in square feet) Lot 6: _____ Lot 7: _____ Lot 8: _____ Lot 9: _____ Lot 10: _____

For Multi Family-Zoned Subdivisions, you must answer “Yes” to the following:

- YES ☐ NO ☐ All newly created lots are a minimum of 600 square feet in size.

Size of Each Lot: Lot 1: _____ Lot 2: _____ Lot 3: _____ Lot 4: _____ Lot 5: _____
(express in square feet) Lot 6: _____ Lot 7: _____ Lot 8: _____ Lot 9: _____ Lot 10: _____

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Other considerations:

- Public or private easements may be required to convey utilities, access, and other services. Right-of-way dedication and offsite improvements may be required depending on project scope.
- Accessible utilities (i.e. sewer mains, water mains, electrical facilities) must be available as a part of the proposed subdivision, otherwise it is the applicant's responsibility to construct or bond for these utility connections.
- Approval and recordation of the subdivision map is conditioned on the completion of at least one (1) primary residential structure in compliance with all applicable provisions of the California Building Standards Code on each resulting parcel/lot that does not already contain an existing, legally permitted residential structure or is reserved for internal circulation, open space, or common area.
- A Final Map (Tract or Parcel) is required after Planning's Tentative Map Approval. Please note that the Final Map review is subject to Public Works' process fee.
- Issuance of the subdivision map may be denied if findings are made that the proposed housing development project would have a specific, adverse impact.

PRELIMINARY CONSULTATIONS WITH CITY STAFF AT 3900 MAIN STREET, 3RD FLOOR

Department Name	Staff Signature	Date
☐ Planning Division	_____	_____
☐ Public Works – Land Development	_____	_____
☐ Public Works – Survey	_____	_____
☐ Fire Department	_____	_____
☐ Building Division	_____	_____
☐ Public Utilities – Water	_____	_____
☐ Public Utilities – Electric	_____	_____

Please answer "Yes" to the following:

YES ☐ NO ☐ I have consulted with other City staff (i.e. Building and Safety, Public Works, RPU Water, RPU Electric, and Fire) prior to submittal for site specific information and map requirements (like special studies, utility connections, site improvements, access, etc.) to understand my project's feasibility in its early stages.

YES ☐ NO ☐ I have consulted with my Civil Engineer.

YES ☐ NO ☐ I have consulted with my Land Surveyor.

YES ☐ NO ☐ I have consulted with my Architect/Designer.

6. SUBMITTAL CHECKLIST

- ☐ Completed and signed Planning Clearance checklist (this form)
- ☐ Title Report showing current property ownership
- ☐ Signed and notarized Affidavit guaranteeing that the property has not been occupied by a tenant at any time within the past five (5) years, including housing that has been demolished or that tenants have vacated.
- ☐ Homeowner's Association Approval Letter (optional – Owner/Applicant to confirm if the parcel(s) have any recorded Codes, Covenants, & Restrictions (CC&Rs) or Homeowner Association (HOA) rules that violate any proposed development under SB 1123)

Check with Public Works to determine if the following are applicable:

- ☐ Preliminary Water Quality Management Plan
- ☐ Preliminary Drainage / Hydrology Report
- ☐ Conceptual Grading Plan
- ☐ Preliminary Soils Report
- ☐ Numbered Parcel or Tract Map, prepared to the specifications of the Subdivision Map Act (Division 2 of Title 7 of the California Government Code) and Title 18 of the Riverside Municipal Code. Please apply for a map number through Riverside County's Transportation and Land Management Agency (TLMA).
- ☐ **Tentative Map:** Filing Fee to Planning (\$11,849)

7. INDEMNIFICATION AGREEMENT (PROPERTY OWNER & APPLICANT)

Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as "proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve any tentative map (parcel or tract) development, land use permit, license, master plans, precise plans, preliminary plans, design review, variances, use permits, general and specific plan amendments, zoning amendments, and approvals and certifications under CEQA. This indemnification shall include, but not limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding.

Property Owner Signature

Date

Applicant Signature

Date

8. PROPERTY OWNER CERTIFICATION

I hereby certify that I am (we are) the record owner(s) [for property tax assessment purposes] of the property encompassed by this application. I further acknowledge and understand on behalf of myself and my representatives and agents that if the project is subject to an Environmental Impact Report, ALUC Review and approval, Military Consultation or Tribal Consultation, the timelines prescribed in the Riverside Municipal Code are stayed until such time as said review and/or consultation is complete. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Property Owner Signature

Date

Property Owner Signature

Date

Property Owner Signature

Date

Property Owner Signature

Date

Property Owner(s) of Record (PRINT NAME): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

I have provided the following:

☐ Title Report indicating that I am the property owner.

STAFF USE ONLY

Site Address: _____ APN: _____ Zoning: _____

Planning Clearance: ☐ COMPLETED ☐ INCOMPLETE

NOTES: _____

Planner Signature: _____ Date: _____